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*Office Memorandum* • UNITED STATES GOVERNMENT

TO :Chief, Services Division  
FROM :Acting Chief, Supply Branch  
SUBJECT:Monthly Report - March 1950

DATE: 4 April 1950

1. The following proposed procedures have been drafted and forwarded to your office for approval during the past month:

a. Administrative Instruction No. 40-7/1, Subject: Accountability and Responsibility for Property: This procedure when published will eliminate duplicate records maintained by accountable and responsible officers.


b. Administrative Instruction No. 40-5/1, Subject: Requisitioning Procedure: This procedure when published will eliminate additional copies of requisitions presently being used.

c. Overseas Supply Procedure: Covers the procurement program for overseas overt installations which will, in turn, be incorporated in the 40 series of the agency manual.

d. Inspection of Unserviceable Property: This procedure will establish a uniform system of determining cause of property damages and will eliminate transfers of property to stock which can be repaired at the activity location.

e. Accountability of Housekeeping Items: Prepared by Audit Staff and concurred in by this office. Procedure is presently in effect and will establish adequate accountability records for all housekeeping items utilized in CIA warehouses.

2. A procedure covering the mechanics involved in requisitioning, procuring and receiving of books is being drafted and will be available for review within a period of one week. A form is being devised which will serve as a requisition, purchase order, receiving document, billing instrument and cataloging record (Library) which will be forwarded with the above mentioned procedure.



25X1A9a

Volume:

Procurement Section:

1. Requisitions

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Total number received.....  
Pending bids, clearances, etc.....  
Held without action.....  
Total number of requisitions completed.....

2. Purchase Orders:

Prepared and issued.....  
Total amount expended.....  
Printing and Binding Estimates & Petty Cash....  
Total expenditures.....

Contract Section:

1. Contracts completed

Supply..... 9  
Service..... 2  
Lease..... 0

2. Amendments to Contracts completed:

Supply..... 2  
Service..... 2  
Lease..... 0

3. Contracts pending:

Supply..... 0  
Service..... 5  
Lease..... 1

4. Amendments to contracts pending:

Supply..... 0  
Service..... 4  
Lease..... 0

5. PBA Agreements completed:

Supply..... 1  
Service..... 2  
Lease..... 6

6. Total authorized obligations...

Storage and Issue Section:

1. Requisitions:

25X1A1a

Received during month.....  
Completed.....  
Pending.....

Account #2 - Office Supplies.....  
Account #3 - Office Equipment.....  
Account #5 - Medical Supply Account.....  
Account #6 - General Supplies.....  
Account #8 - Surplus Property Account.....

2. Cargo and Domestic Shipments:

Requests.....  
Shipments accomplished.....  
Total weight shipped.....  
Total number of cases shipped.....

3. Miscellaneous:

Moving and relocation of equipment in CIA buildings  
Number of job orders.....  
Man-hours required.....

4. Identification Control Records:

Postings to records.....  
Inventories processed.....

5. Typewriters Maintenance and Repairs:

Requisitions received during month.....  
Requisitions completed during month.....  
Requisitions on hand.....  
Overhaul and shop work.....  
Service calls.....  
Total number of machines repaired.....  
Estimated dollar value of all work.....

6. Furniture Repairs:

Service calls.....  
Shop repairs.....  
Estimated dollar value of work.....